HRU S

C O N F I D E N T I A L

X-File: See Rec Mgmt 2-1

8 August 1961

TO   : All Area Records Officers

FROM   : Records Administration Officer

SUBJECT: New Procedure for Processing of Routine Form Reprints

1. In line with the emphasis on a decentralized Forms
Management Program, certain forms function will necessarily
have to be "farmed out" to the Area Records Officer (ARO).
Step one of this plan involves the ARO's assuming a much
greater responsibility in the form reprint procedures. The
plan, effective 9 August 1961, will be accomplished as follows:

> a. All routine reprint requests for stock forms will
>   go direct from DSCB/OL to the ARO in the component
>   having primary responsibility for the form.
>
> b. The ARO will send the approved request for re-
>   plenishment of stock forms back to DSCB/OL through
>   the Printing Services Production Coordinator located
>   in the basement of Administration Building.
>
> c. Non-stock form reprints requests will also bypass
>   Forms Management and go through the ARO to the
>   Printing Services Division Production Coordinator.
>   The ARO will approve all requests for reprints and
>   indicate approval by signing his name in special
>   instructions section of the Printing Service Requisi-
>   tion. (Printing Services will not process requisitions
>   unless they are approved by the ARO.)
>
> d. All requests for new or revised forms, both CIA
>   and other Government Agency; changes in status of
>   forms such as obsoletions, changes in shipping
>   category, and sterility, will continue to be pro-
>   cessed through Forms Management.
>
> e. This new procedure will require a more critical
>   review of forms by the ARO. He will need to question
>   quantities ordered, need, preclassification, dupli-
>   cation, eliminate forms wherever he can and generally
>   try to sharpen up reprint procedures.

2. All DD/P forms action will continue to be processed through
the DDP/RMO.

3. We will be happy to assist the ARO with any problems he
may have in effecting this procedural change in an orderly manner.

25X1

C-O-N-F-I-D-E-N-T-I-A-L